P-CARD APPLICATION USER MANUAL

AUDITOR

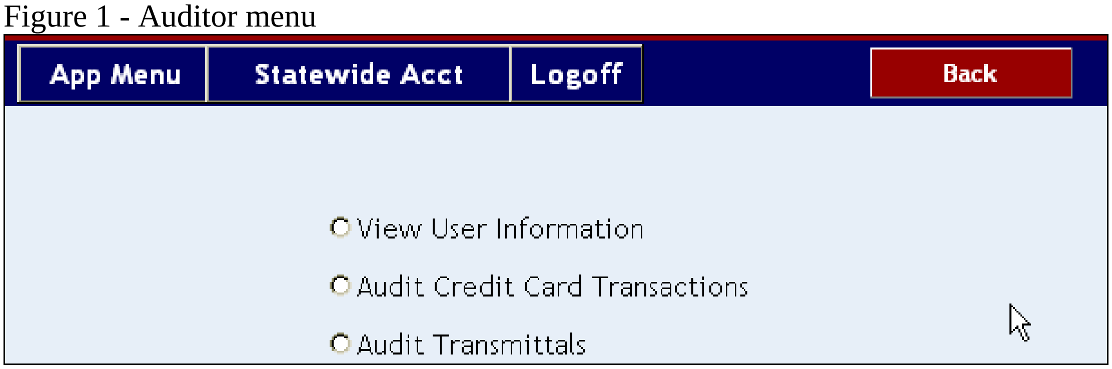
INTRODUCTION

An Auditor has access to all areas of the P-Card application, but in a limited, "read only" capacity. An Auditor can view user and transaction information just as Approver All, Verifier All, or an Administrator can, but cannot verify, approve, add, or make changes. Auditors can run all reports.

INSTRUCTIONS

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Some users may need to select an agency number.
3. Select **Auditor**.
4. Select one of the following:
   - **View User Information** - view user information just as an Administrator would. You will not be able to add or change any user information or run Posted Pending – these options will be unavailable. You will have access to the Reports.
   - **Audit Credit Card Transactions -** view all transactions as a Verifier All user would. You will not be able to change any information. The screen will indicate "READ ONLY". You will have access to the Reports.
   - **Audit Transmittals -** view all transmittals as an Approver All user would. You will not be able to change any information. The screen will indicate "READ ONLY". You will have access to the Reports.

Figure 1 - Auditor menu



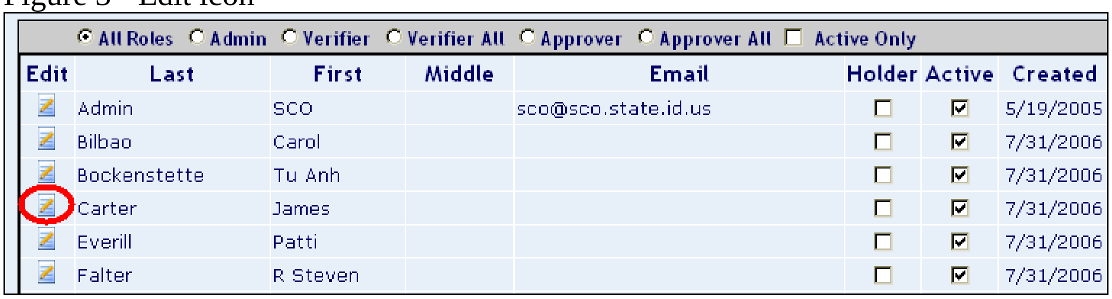
VIEW USER INFORMATION

View User Information allows you to view user information just as an Administrator would. You will not be able to add or change any user information or run Posted Pending – these options will be unavailable. You will have access to the Reports.

Figure 2 - View User Information

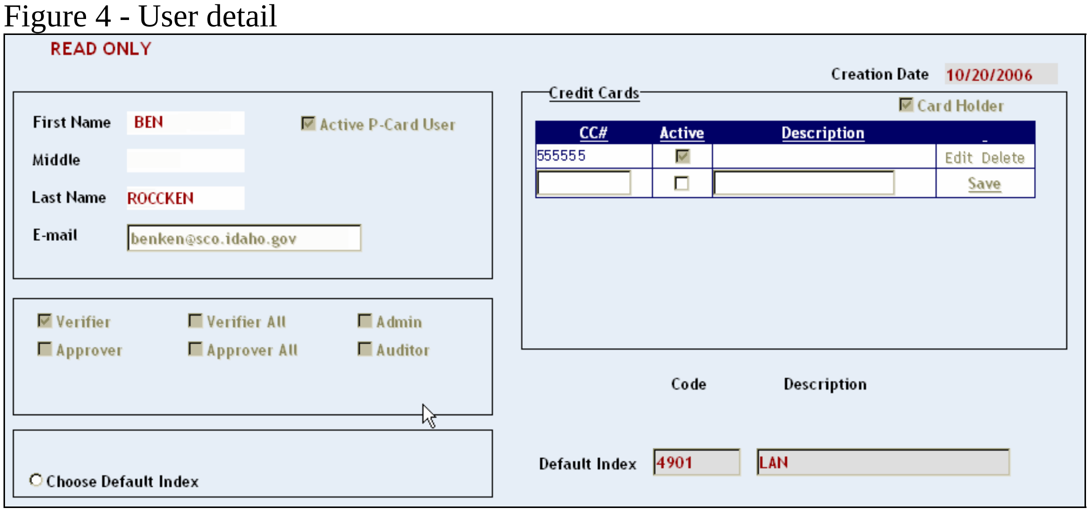
Click the edit icon next to a user's name to view their set up.

Figure 3 - Edit icon



Note the READ ONLY designation on the user's detail. No changes can be made to a user.

Figure 4 - User detail



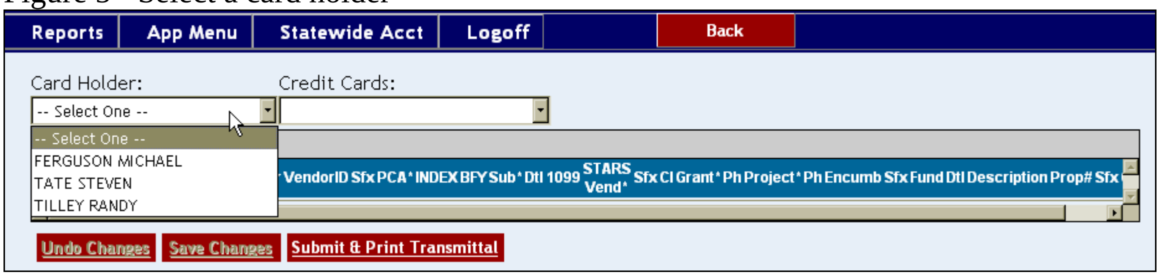
AUDIT CREDIT CARD TRANSACTIONS

Audit Credit Card Transactions allows you to view all transactions as a Verifier All user would. You will not be able to change any information. The screen will indicate "READ ONLY". You will have access to the Reports

1. Select a cardholder from the **Card Holder** menu.

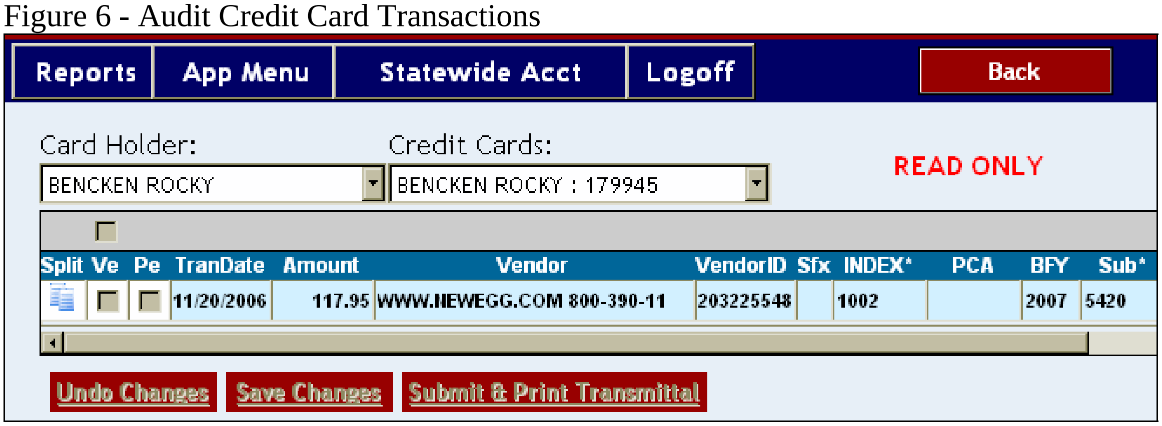
   NOTE: Type the first letter of the last name in the **Cardholder** field and the list will display the first cardholder whose last name starts with that letter. You can use the pull-down menu to scroll further into that list.

Figure 5 - Select a card holder



2. If necessary, select a credit card from the **Credit Cards** menu.
3. Once a card holder and card is selected, the transaction grid will be displayed. Use your mouse to drag the scroll bar beneath the grid to view the various data fields.

Figure 6 - Audit Credit Card Transactions

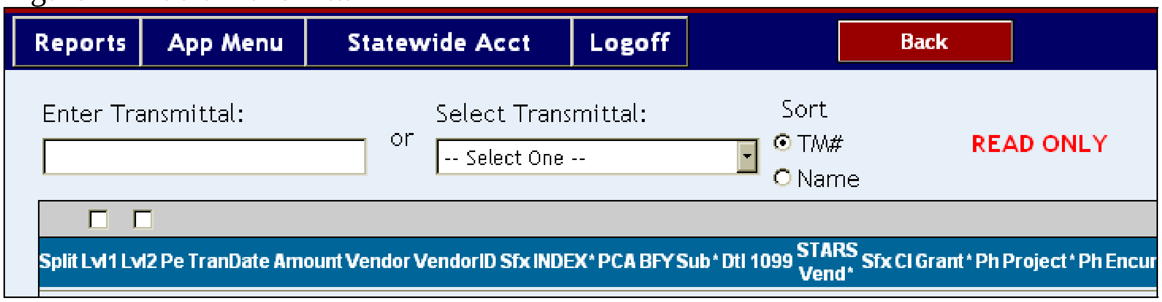


If there are 20 transmittals or more, the grid may be displayed in pages. If there are less than 20 transactions, you will not see this feature unless split transactions increase the number of transmittals to 20 or more. The pages are denoted by the month/day date at the bottom of the grid. The date simply indicates the date of the first transmittal at the top of that page; it does not mean that all transmittals on the page have that transmittal date.

AUDIT TRANSMITTALS

Audit Transmittals allows you to see all transmittals as an Approver All user would. You will not be able to change any information. The screen will indicate "READ ONLY". You will have access to the Reports.

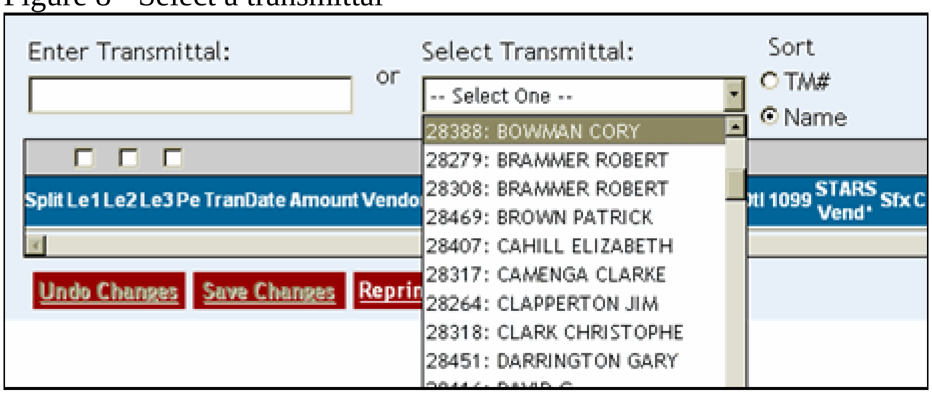
Figure 7 - Audit Transmittal



1. Enter the transmittal number and press ENTER or select a transmittal from the **Select Transmittal** menu.

   The **Select Transmittal** menu can be set up to display transmittals in order of the transmittal number or alphabetically by the verifier's last name. Select **TM#** (the default) or **Name**, and then use the **Select Transmittal** menu.

Figure 8 - Select a transmittal



2. Once a transmittal is selected, the transmittal grid will be displayed. Use your mouse to drag the scroll bar beneath the grid to view the various data fields.

REPORTS

Auditors have access to all reports and the Reports screen functions as it does for other users. See the Reports documentation for more information.